DOCUMENT RESUME

ED 371 373 CS 214 377

AUTHOR	Hajek, Ellen
TITLE	The "How To Write" Book: A Step-by-Step Guide to Writing Friendly Letters and Business Letters, Book Reports, Formal Reports, Essays, Poetry, and Short Stories.
REPORT NO	ISBN-0-9638812-2-1
PUB DATE	94
NOTE	90p.
AVAILABLE FROM	Hajek House, 12750 W. 6th Place, Golden, CO 80401 ($15.95 plus $3 shipping; $9.57 per copy for quantity discount).
PUB TYPE	Books (010) -- Guides - Classroom Use - Instructional Materials (For Learner) (051)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	Audience Awareness; Elementary Education; Language Usage; Letters (Correspondence); Skill Development; *Writing (Composition); Writing Exercises; *Writing Instruction; *Writing Processes
IDENTIFIERS	Writing Contexts

ABSTRACT

This book presents the essentials of good writing in an easy-to-follow 4-part process. The first step discussed in the book, "Using Your Noodle," guides the student through the preparatory thinking process (audience awareness, brainstorming, grouping thoughts). The second step, "Following a Format," presents the challenge of writing for a special purpose (book reports and news reports). The third step discussed in the book, "Writing a Formal Report," moves the student from gathering information through outlining, writing a "grabber" title, arranging topics, listing sources, and proofreading. The last step, "Making Your Writing Sparkle," presents the finishing touches that make writing truly effective (using specific nouns, descriptive verbs, and active and passive voice, using effective modifiers, combining sentences, and making transitions). Each unit in the book includes a model for the student to follow, practice exercises, a writing assignment, and a review as well as a "Just for Fun" activity A list of six supplementary activities and answers to exercises are attached. (RS)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****